

## **eZ-Audit**

### **Frequently Asked Questions**

**December 2002**

#### **What is eZ-Audit?**

eZ-Audit will provide schools with a **paperless single point of submission for financial statements and compliance audits through the web**. When the submission goes live in 2003, it will make the reporting process much easier for you and help FSA better service your needs. The application will be easy to use.

A designee from your school will simply sign on to eZ-Audit, enter summary audit and financial data directly from your report into a web form, attach an electronic version of the report, and hit the submit button. Your submission through eZ-Audit will allow for more rapid and efficient processing by the Department of Education and therefore provide you with more immediate feedback.

#### **New Question – December 2002**

##### **When can I register with eZ-Audit?**

eZ-Audit registration will begin in January 2003.

On IFAP you will find detailed instructions for registration. To register, FSA will be requesting that you mail in a registration letter with information such as the First and Last Name of your Institution Administrator (person you designate to manage your access to eZ-Audit), email address, OPE ID, phone and fax number and fiscal year end date.

Again, please consult IFAP in early January for detailed registration instructions.

#### **October Questions**

##### **How does eZ-Audit Benefit You?**

- You will receive instant acknowledgement of receipt – no more lost reports!
- You will no longer need to make any copies or send reports in the mail to ED.
- Processing times will be greatly reduced, thus allowing for remediation of findings.
- Web forms will contain pre-populated fields.
- There are no new reporting requirements – data entry will be limited to the same data already contained in the reports.

- The time spent submitting these forms should be less than 1 hour.
- Status of your submissions will be accessible to you online at anytime.
- A Help Desk will be available for assistance.

**When will eZ-Audit be available?**

eZ-Audit will be available in the spring of 2003. We are beginning our communication and education now, to ensure that you have all of the information and resources necessary to make eZ-Audit work for you.

**What type of software/technology do I need to support eZ-Audit?**

EZ-Audit will be a web-based application so you will not need to load a new application on your computer. You will simply need to ensure that you have an internet browser – either Netscape 4.76 or 6.2 or Internet Explorer 5.0.

**Who at my school will use eZ-Audit?**

Each school will select an eZ-Audit Institution Administrator who is responsible for managing your access to eZ-Audit. Once the Institution Administrator has registered your school with FSA, he/she can then set up data entry users as you need them. You may choose to have your data entry user as a member of your school staff or you may talk with your auditor and choose to set them up as your data entry user.

**Will there be new expectations for my auditor?**

No.

You may want to speak with your auditor about helping with your eZ-Audit data entry. Additionally, you may want to ask them if they could provide you with an electronic copy of your audit.

**Do I still need to submit a hard copy to ED?**

No, ED will no longer receive any hard copies.

Please note that OMB still requires submissions of A-133 reports to the Federal Audit Clearinghouse.

**Will training and technical assistance be available?**

Yes, a step-by-step eZ-Audit User Reference Manual will be posted to IFAP. We will also have technical assistance available to users.

**How can I learn more?**

To learn more, please stay posted to IFAP.

**I have more questions, who should I talk you?**

You can send an email to [fsaezaudit@ed.gov](mailto:fsaezaudit@ed.gov) or contact Ti Baker at 202-377-3156.